



# Plain Talk at Ecology

- Plain Talk starts at Ecology: Fall 2003
- Governor Gregoire issues the Plain Talk Executive Order: March 24, 2005



# Why is Plain Talk important?

Plain Talk:

- Helps us be more effective (respect for people).
- Is less bureaucratic.
- Saves time and money.
- Helps our audience understand what we expect and what they need to do.



Plain Talk is not about *dumbing it down*.

Plain Talk is about making our  
message clear.

Plain Talk is about writing documents our  
target audience will/can understand.



# March - September 2005

## Goals:

1. Agency Leads train all Program Mgmt. Teams (PMT).
2. PMTs identify a Plain Talk Team for their program.
3. Agency leads train program Teams.
4. Program Teams identify a process to implement Plain Talk in their program.



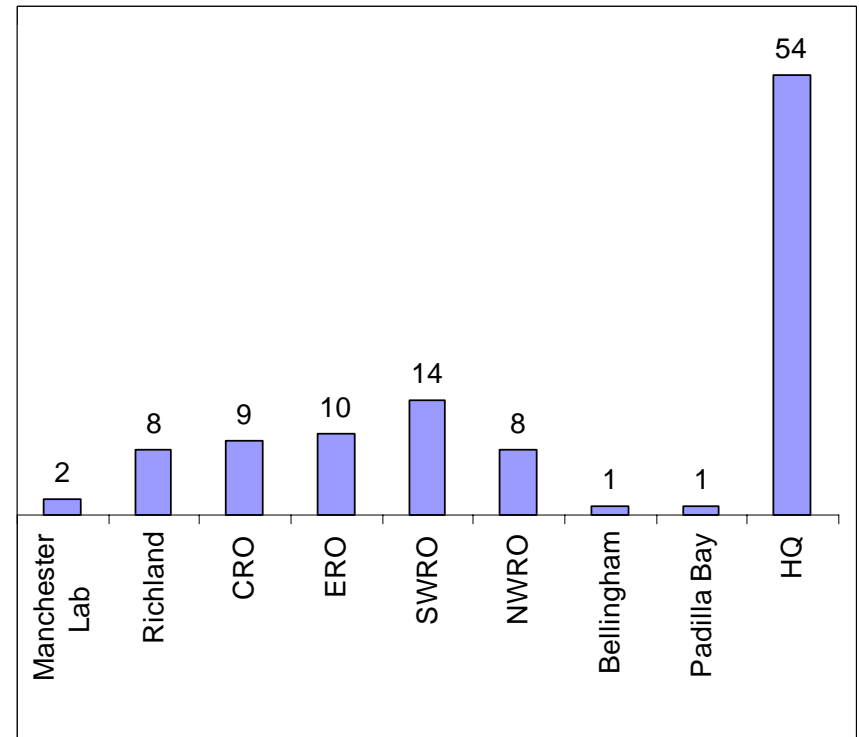
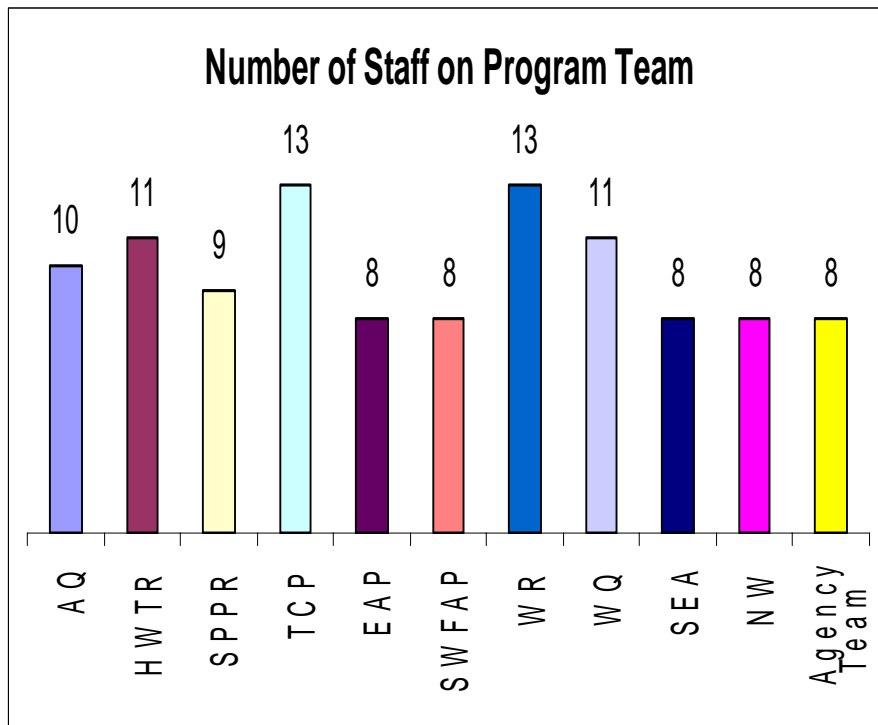
# **Goal 1: Agency Leads Train PMTs**

- All PMTs trained
- 98 participants
- 1-2 hour training session
- Reviewed the Executive Order and the expectations for how Ecology will implement the Order.

# Goal 2: PMTs Identify Program Teams

*Total of 107 staff  
identified agency  
wide.*

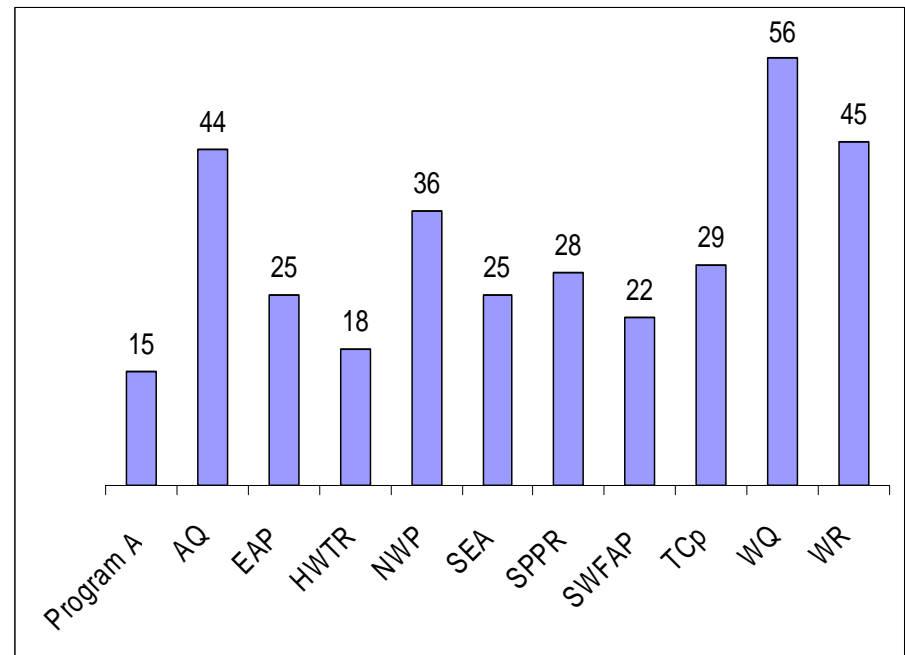
*Number of  
team members  
by location.*




# Goal 3: Agency Leads Train Program Teams

- Defined Plain Talk and reviewed Executive Order.
- Provided Plain Talk examples.
- Introduced Plain Talk rewrite process
- Practiced writing using Plain Talk.
- Provided resources and tools to help get them started.

- *Ecology Plain Talk course: 201*
- *Dept. of Personnel clear writing courses: 141*
- *Total of 342 staff trained in 2005.*





## **Goal 4: Program Teams Identify a Process to Implement Plain Talk in Their Program**

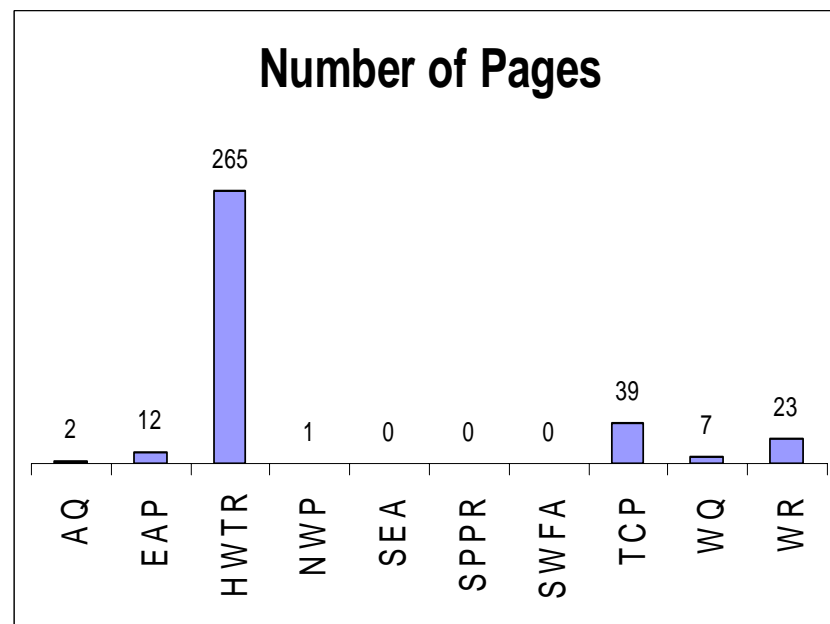
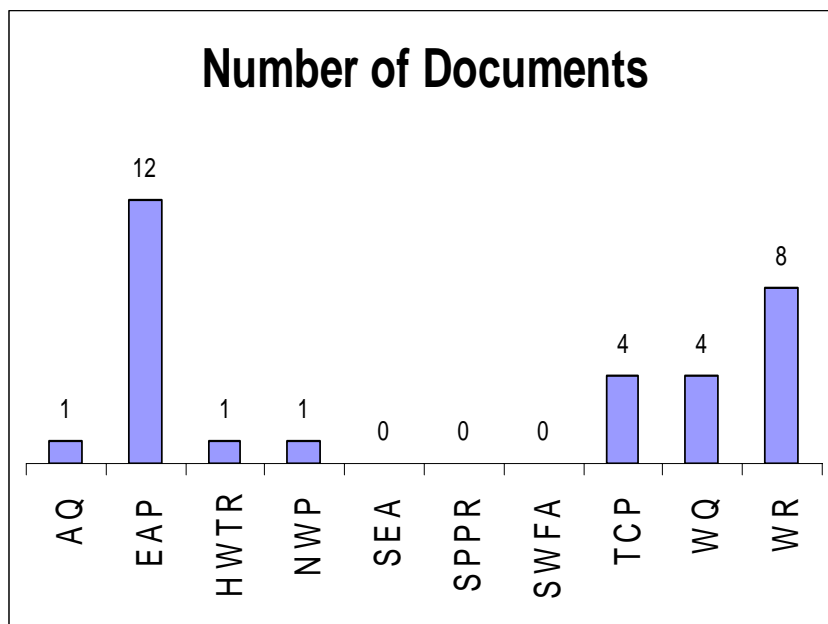
**As of November 1, 2005:**

- Each program has identified a Team Lead.
- AQ, WR, WQ, HWTR, and EAP have a defined process for Plain Talk.
- AQ, WR, WQ have a written description of their program's process.
- AQ has a web site where they track Plain Talk projects.



# Plain Talk Rewrites Through September

*Some programs get a head start ...*



**Ecology completed 31 documents for a total of 349 pages.**

## ***Before:***

### **Wood Heating Devices**

It is illegal to install an uncertified wood burning device or wood stove. All new wood stoves and fireplace inserts sold in the United States must be tested and labeled according to Environmental Protection Agency (EPA) standards. By January 1997, design standards will be included in state building codes for construction of new masonry and factory-built fireplaces. For a list of certified wood stoves, please call one of the numbers listed below.

## ***After:***

### ***Install only EPA-certified wood stoves.***

- Certified stoves are tested and labeled according to Environmental Protection Agency (EPA) standards. It is illegal to install an uncertified stove. Contact retailers nearest you for information on certified wood heating devices.
- New masonry and factory-built fireplaces must meet design standards found in state building codes.

## ***Before:***

### **Disclaimer**

Information in this Handbook is subject to change. Each legislative session, new laws are developed and old laws are altered or repealed. Changes may also occur as agencies update administrative codes, revise fees, or reorganize. This Handbook does not identify all requirements or describe all aspects of the listed requirements. Requirements of special districts, such as sewer and water, diking, irrigation, port districts, etc. are not addressed. Some requirements may have been inadvertently left out and permits that would apply only in rare cases are not included. The only way to be absolutely sure about permit requirements that apply to your project is to contact the appropriate local, state, or federal agencies.

## ***After:***

Our intent is to have the most current and accurate information available in this handbook. However, please be aware :

- Changes to the information occur as agencies update administrative codes, revise fees, or reorganize.
- We may have unintentionally left out some requirements, and
- We do not include information about permits that only apply in rare cases.

The only way to be absolutely sure about permit requirements that apply to your project is to contact the appropriate resource agencies. EPSD can help!



# Goals through December

All programs will:

- Continue to apply Plain Talk to their written communications.
- Usability Test documents to evaluate the effectiveness of their documents.
- Encourage staff to take clear writing courses.

**Next Steps:** How can Program A contribute to Plain Talk efforts?